

UNCLASSIFIED//FOUO

002961

THE WHITE HOUSE

WASHINGTON

September 8, 2017

(U) MEMORANDUM FOR THE VICE PRESIDENT
THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF AGRICULTURE
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH AND HUMAN SERVICES
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT
THE SECRETARY OF TRANSPORTATION
THE SECRETARY OF ENERGY
THE SECRETARY OF EDUCATION
THE SECRETARY OF VETERANS AFFAIRS
THE SECRETARY OF HOMELAND SECURITY
ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION
AGENCY
DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET
UNITED STATES TRADE REPRESENTATIVE
REPRESENTATIVE OF THE UNITED STATES OF AMERICA TO
THE UNITED NATIONS
CHAIR OF THE COUNCIL OF ECONOMIC ADVISERS
ADMINISTRATOR OF THE SMALL BUSINESS
ADMINISTRATION
ASSISTANT TO THE PRESIDENT AND NATIONAL SECURITY
ADVISOR
DIRECTOR OF NATIONAL INTELLIGENCE
ASSISTANT TO THE PRESIDENT FOR SCIENCE AND
TECHNOLOGY AND DIRECTOR OF THE OFFICE OF
SCIENCE AND TECHNOLOGY POLICY
ASSISTANT TO THE PRESIDENT FOR ECONOMIC POLICY
AND DIRECTOR OF THE NATIONAL ECONOMIC COUNCIL
ASSISTANT TO THE PRESIDENT FOR HOMELAND SECURITY
AND COUNTERTERRORISM
DIRECTOR OF NATIONAL DRUG CONTROL POLICY
CHAIR OF THE COUNCIL ON ENVIRONMENTAL QUALITY
DIRECTOR OF THE NATIONAL COUNTERTERRORISM CENTER
DIRECTOR OF THE FEDERAL BUREAU OF INVESTIGATION
CHAIRMAN OF THE BOARD OF GOVERNORS OF THE FEDERAL
RESERVE SYSTEM

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PRESIDENT OF THE EXPORT-IMPORT BANK OF THE UNITED STATES
DIRECTOR OF THE CENTRAL INTELLIGENCE AGENCY
ADMINISTRATOR OF THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
ADMINISTRATOR OF GENERAL SERVICES
ADMINISTRATOR OF THE NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
DIRECTOR OF THE OFFICE OF PERSONNEL MANAGEMENT
ADMINISTRATOR OF THE FEDERAL AVIATION ADMINISTRATION
CHAIR OF THE NUCLEAR REGULATORY COMMISSION
DIRECTOR OF THE PEACE CORPS
CHIEF EXECUTIVE OFFICER, MILLENNIUM CHALLENGE CORPORATION
DIRECTOR, WHITE HOUSE MILITARY OFFICE
DIRECTOR OF THE NATIONAL SECURITY AGENCY
DIRECTOR OF THE DEFENSE INTELLIGENCE AGENCY
DIRECTOR OF THE SELECTIVE SERVICE SYSTEM
PRESIDENT OF THE OVERSEAS PRIVATE INVESTMENT CORPORATION
CHAIR OF THE FEDERAL COMMUNICATIONS COMMISSION
EXECUTIVE DIRECTOR OF THE PRESIDENT'S INTELLIGENCE ADVISORY BOARD
DIRECTOR OF THE NATIONAL SCIENCE FOUNDATION
ADMINISTRATOR OF DRUG ENFORCEMENT
NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY

(U//FOUO) SUBJECT: Request for Provision of Training on
Unauthorized Disclosures

(U//FOUO) The unauthorized disclosure of classified information or controlled unclassified United States Government information causes harm to our Nation and shakes the confidence of the American people. In this era of unprecedented unauthorized disclosures, it is important to take time to review with your workforce their roles and responsibilities in safeguarding United States Government information.

(U//FOUO) In light of the recent press conference by the Attorney General and the Director of National Intelligence regarding unauthorized disclosures, I am requesting that every Federal Government department and agency dedicate a 1-hour, organization-wide event to engage their workforce in a discussion on the importance of protecting classified and

controlled unclassified information, and measures to prevent and detect unauthorized disclosures.

(U//FOUO) For those with access to classified information, a review of the non-disclosure agreement reminds us of the responsibilities that come with access to, and penalties for unauthorized disclosure of, classified information. However, it is equally important to discuss the importance of protecting controlled unclassified and personally identifiable information from unauthorized public disclosure.

(U//FOUO) Although there are policies and guidance already in place to prevent unauthorized disclosures, it will be time well spent to shine a spotlight on the importance of this issue, and engage the workforce in conversation about what it means to be a steward of United States Government information. It is particularly important to stress the sharp difference between unauthorized disclosures of information and whistleblowing - the responsibility of all federal employees to report waste, fraud, and abuse through proper channels.

(U//FOUO) There are many resources available to frame this 1 hour event, including a review of policies, guidance, videos, and training materials, and perhaps most important, an open discussion to answer questions and raise issues to ensure that our safeguarding measures are understood and effective.

(U//FOUO) Suggested training materials are attached. In order to ensure a consistent and strong message is given to the entire federal workforce, such training should occur the week of September 18-22, 2017.

A handwritten signature in black ink, appearing to read 'H.R. McMaster', with a stylized, cursive script.

H.R. McMaster
Lieutenant General, United States Army
Assistant to the President for
National Security Affairs

(U) Attachment

Tab A (U//FOUO) Unauthorized Disclosures Training Materials

TAB A

NATIONAL COUNTERINTELLIGENCE AND SECURITY CENTER

Advancing Counterintelligence and Security Excellence

Suggested Unauthorized Disclosure online courses

Defense Security Service (DSS) on the open internet

***NOTE:** While the target audience for these courses is the Department of Defense workforce and contractors, the materials can apply to all those responsible for safeguarding sensitive information.

<https://securityawareness.usalearning.gov/unauthorizedrefresher/index.htm>

Unauthorized Disclosure Refresher

This course refreshes understanding of the importance of preventing the unauthorized disclosure (UD) of classified information and controlled unclassified information (CUI). It reviews the types of UD, misconceptions surrounding UD, impacts (i.e., harm) from UD, employee responsibilities for handling and protecting classified information and CUI, and reporting requirements and the reporting system for UD.

NOTE: The course includes a printable certificate which can serve as evidence that a student completed the course. When a student takes the course using this link, CDSE will not maintain any record of that student by name or any personally identifiable information. If the student needs documentation that he or she has completed the course, he or she will have to print the certificate at the end of the course.

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<https://securityawareness.usalearning.gov/disclosure/index.html>

Unauthorized Disclosure of Classified Information for DoD and Industry

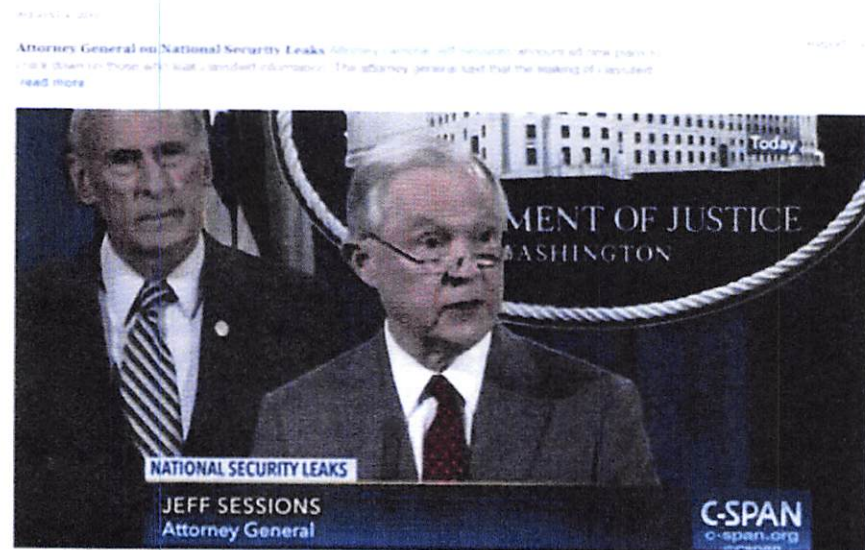
This course provides an overview of what unauthorized disclosure is, including specific types of unauthorized disclosure and some common misconceptions about unauthorized disclosure. This course will also discuss the types of damage caused by unauthorized disclosure and the various sanctions one could face if caught engaging in unauthorized disclosure.

NOTE: The course includes a printable certificate which can serve as evidence that a student completed the course. When a student takes the course using this link, CDSE will not maintain any record of that student by name or any personally identifiable information. If the student needs documentation that he or she has completed the course, he or she will have to print the certificate at the end of the course.

Videos on Unauthorized Disclosures

<https://www.c-span.org/video/?432127-1/attorney-general-says-culture-leaking-must-stop&live=>

15 minutes



<https://www.gpo.gov/fdsys/pkg/PLAW-112publ199/pdf/PLAW-112publ199.pdf>

<http://video.foxnews.com/playlist/on-air-your-world/>

6 minutes



August 07, 2017

National counterintelligence exec on going after leakers

William Evanina speaks out on "Your World"

Whistleblower Protection Enhancement Act of 2012 (WPEA)

The **Whistleblower Protection Enhancement Act of 2012 (WPEA)** was signed into law by President Obama on November 27, 2012. The law strengthens the protections for federal employees who disclose evidence of waste, fraud, or abuse. The WPEA also requires that any non-disclosure policy, form, or agreement (NDA) include the statement copied below, and provides that NDAs executed without the language may be enforced as long as agencies give employees notice of the statement. This communication serves as that notice to employees.

NATIONAL COUNTERINTELLIGENCE AND SECURITY CENTER

Advancing Counterintelligence and Security Excellence

One Hour Stand Down: Draft Schedule of Events

Invitation email by Department/Agency (D/A) Head, stressing the importance of safeguarding classified, and sensitive, but unclassified information and agency information systems. Recommend a one-hour organization-wide event to focus on discussions about unauthorized disclosures and the harm they can do to their organization and to our country. Recommend this be an organized, moderated event, by a designated team or individual to lead the discussion.

DRAFT Proposed Agenda

1. Moderator plays one or two videos
 - a. Attorney General/Director of National Intelligence press conference, 4 August 2017 (15 minutes)
 - b. TV interview of the Director of the National Counterintelligence and Security Center, 7 August 2017 (6 minutes)
2. Department/Agency leads discussions on differences between
 - a. Espionage (spying)
 - b. Unauthorized Disclosures (of classified information) As a US Government employee, you may have been required to sign a non-disclosure agreement (NDA) (SF 312) to access classified or other information. Review the NDA agreement.
 - c. Leaks (to the media)
 - d. Hackers (a case study of a government agency that was hacked)
 - e. Whistleblowing (Defined by Executive Order) Further guidance can be found in the memorandum, **"The Whistleblower Protection Enhancement Act of 2012 and**

Non-Disclosure Policies, Forms, and Agreements,” from the Office of Special Counsel.

3. Organization discusses:
 - a. Damage to national security, to the organization, to the American public
 - b. Penalties for unauthorized classified disclosures
 - c. A specific case, if possible in this particular D/A
4. Encourage workforce to explore online courses on unauthorized disclosures and whistleblowing. Reinforce the process and guidance for whistleblowing